

Appendix B: Insurance

This section should be filled out only by institutions, which have insured their collections. Otherwise, skip to Appendix C.

Insurance Company Name: _____

Insurance Agent: _____

Phone: _____ 24-Hour Phone: _____

Policy Number: _____

Appendix B: Insurance

BOOKS, MICROFORMS, AUDIO-VISUALS

Information on the quantity and value of materials covered by the institution's insurance should be kept up to date. The following outline is an example of how this information can be organized. Data should be maintained for the main institution and any additional buildings or branches.

1. Book Volumes

	<u>No. of Volumes</u>	<u>Unit Value</u>	<u>Total Value</u>
<u>General Collections</u>	<u> </u>	<u> </u>	<u> </u>
<u>Special Collections</u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	<u> </u>	<u> </u>	<u> </u>

2. Catalog Cards

<u>No. of Cards</u>	<u>Unit Value</u>	<u>Total Value</u>
<u> </u>	<u> </u>	<u> </u>

3. Microforms

	<u>Quantity</u>	<u>Unit Value</u>	<u>Total Value</u>
<u>Microfilm</u>	<u> </u>	<u> </u>	<u> </u>
<u>Microfiche</u>	<u> </u>	<u> </u>	<u> </u>
<u>Microcard</u>	<u> </u>	<u> </u>	<u> </u>
<u>Microprint</u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	<u> </u>	<u> </u>	<u> </u>

Appendix B: Insurance

BOOKS, MICROFORMS, AUDIO-VISUALS (continued)

4. Audio-Visual Materials

	<u>Quantity</u>	<u>Unit Value</u>	<u>Total Value</u>
<u>Cassettes</u>	<u></u>	<u></u>	<u></u>
<u>CD ROM'S</u>	<u></u>	<u></u>	<u></u>
<u>Film Strips</u>	<u></u>	<u></u>	<u></u>
<u>Games</u>	<u></u>	<u></u>	<u></u>
<u>Kits</u>	<u></u>	<u></u>	<u></u>
<u>Mock-ups</u>	<u></u>	<u></u>	<u></u>
<u>Models</u>	<u></u>	<u></u>	<u></u>
<u>Motion Pictures (8mm reels)</u>	<u></u>	<u></u>	<u></u>
<u>Motion Pictures (16mm reels)</u>	<u></u>	<u></u>	<u></u>
<u>Music Recordings</u>	<u></u>	<u></u>	<u></u>
<u>Posters</u>	<u></u>	<u></u>	<u></u>
<u>Puzzles</u>	<u></u>	<u></u>	<u></u>
<u>Reel-to-Reel Tapes</u>	<u></u>	<u></u>	<u></u>
<u>Simulations</u>	<u></u>	<u></u>	<u></u>
<u>Slides</u>	<u></u>	<u></u>	<u></u>
<u>Software</u>	<u></u>	<u></u>	<u></u>
<u>Sound Recordings</u>	<u></u>	<u></u>	<u></u>
<u>Study Prints</u>	<u></u>	<u></u>	<u></u>

Appendix B: Insurance

BOOKS, MICROFORMS, AUDIO-VISUALS (continued)

4. Audio-Visual Materials

	Quantity	Unit Value	Total Value
Transparencies			
Videocassettes			
Videotapes			
Total			

Appendix B: Insurance

MISCELLANEOUS ITEMS AND FLOATER INSURANCE

Item	Quantity	Value

DESCRIPTION OF FLOATER INSURANCE POLICY